Cheyenne Brady – Collection Development Policy Portions

- Miscellaneous Issues
  - Gifts (**Donations**)
    - The library will accept donations during operating hours of books and print journals, e-books, audiobooks, DVDs and CDs. Please ensure that any donated items are clean and in good condition (no scratches/missing pages, etc.).
    - We do not accept donations of old magazines, encyclopedias, VHS/cassettes, or textbooks.
    - Donations to the library are non-returnable and will be subject to the same selection policy as outlined above; any donations that cannot be shelved will be either sold, donated to charitable organizations, or destroyed.
    - Should donators need a receipt for tax deduction purposes, staff will provide one. Dollar values cannot be assigned to donated items, but staff can provide a written description of all pieces given.
    - Monetary donations are also accepted. Please ensure that the intentions for any monies donated to the library are clearly expressed (i.e., collections, children's literature, accessibility technology).
- Evaluation
  - From time to time, the library will conduct community evaluations in order to assess the needs of our community and service area. This may include review of the circulation history of certain items, print or digital surveys for patrons, and review of the information in items such as encyclopedias or journals, potentially resulting in removal or replacement of items in the collection. A current, useful, and engaging collection is dependent on this ongoing process of acquisition and weeding, and we thank you for your understanding.
- Censorship issues
  - We understand that some materials in the collection may be controversial and that any given piece in the collection has the potential to offend patrons. We acquire materials not with the potential for offense in mind, but rely solely on the policies outlined in this document to make final purchasing decisions. Responsibility for the reading materials procured by children rests solely with their parents or guardians, and our selection policy will not be inhibited by the potential for items to be checked out by children.
- Complaints
  - Patrons have the right to choose their own library materials, but may not invoke censorship to restrict access to library materials from others. A diverse collection will invariably cause requests for reconsideration. We have thus developed the following procedures to ensure that these objections or complaints are handled attentively and considerately. Once an item has been selected for acquisition based on our collections policy, it will not be automatically removed upon request.
    - Procedure Request for Reconsideration

        - Any individual who expresses concern or objections about library materials must first speak to a staff member on duty. The staff member approached must use their best judgment to address the patron's concerns. If said patron is unhappy with the response received, they may either schedule an appointment to speak with the library director or fill out an official complaint form.
            - A complaint form must be completed in its entirety and returned to a staff member, who will then forward the complaint to the library director. The director will review the complaint and respond in writing to the individual, and a copy of this development policy will be enclosed.
            - The complaint will be addressed at the next meeting of the (library name) Board of Trustees.
            - The director will write a recommendation about the challenged material.
            - The director will communicate their decision and reasoning to the Board of Trustees in writing, and the Board will determine whether the complaint has been handled in accordance with the policies and procedures adopted by (library name). The Board may also vote to uphold or override the library director's decision.
            - (Add complaint form, can edit from Grantsburg public library policy, and include copy of ALA Library Bill of Rights)
- Copyright
    - Our library supports Title 7 of the United States Code, which governs the making of reproductions of copyrighted materials, including photocopies. Staff at (library name) are authorized to furnish photocopies or other reproductions of materials for patrons, but they are not to be "used for any purpose other than private study, scholarship, or research." Should a patron request or use these reproductions for any purpose outside the parameters of "fair use," they will be held liable for copyright infringement.

APPENDIX 1 – COMPLAINT FORM

The Library values your opinion. If you have an objection to library material(s), please complete this form in its entirety, indicating as clearly and legibly as possible the nature of your concern. Please use the opposite side of this form if you require additional space. Once completed, this form becomes a matter of public record.

NAME _____
ADDRESS _____
CITY_____STATE_____
ZIP _____ PHONE_____ (home)
_____(work)

1. LIBRARY MATERIAL(S) CONCERNED: _____ Book _____ Visual Format _____ Magazine/Newspaper _____ Audio Format _____ Library Program/Display _____ Other

2. TITLE _____

AUTHOR OR PRODUCER _____

3. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION?
_____
_____

4. HAVE YOU REVIEWED THE ITEM IN QUESTION IN ITS ENTIRETY? _____YES _____NO

5. PLEASE COMMENT ON THE ITEM AS A WHOLE. BE SPECIFIC ABOUT THE MATTERS THAT CONCERN YOU.
_____
_____
_____
_____

6. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE REGARDING THIS ITEM?
_____

7. DO YOU HAVE SUGGESTIONS FOR OTHER MATERIALS THAT THE LIBRARY SHOULD CONSIDER ON THIS SUBJECT?
_____
_____

_____

_____

SIGNATURE _____ DATE _____

APPENDIX 2 – LIBRARY BILL OF RIGHTS

LIBRARY BILL OF RIGHTS: The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

APPENDIX 3 – ALA FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" "views", to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and

suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals.

We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas wish to assert the public interest in the preservation of the freedom to read. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising his critical judgment, will select the good and reject the bad.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them.

We believe they still favor free enterprise in ideas and expression. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern literature is shocking. But is not much of life shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that each individual must be directed in making up his mind about the ideas they examine. But Americans do not need others to do their thinking for

them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principle means of testing its growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953 by the ALA Council and the AAP Freedom to Read Committee. Amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.